

OP MEMORANDUM NO. 20-60-27

2 February 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Personnel Error Condition Roster

1. A reporting system has been developed within the Personnel Action Processing System, PERSIGN, which selects all of the employees who have invalid or missing information from their Status Record. This information was either not available at the time of the entrance on duty or it has become invalid because of updates to the employee's position or changes to the status information by other than a Personnel Action.

2. There are two basic reports in this system: the first one prints out all of the error conditions which can be corrected by central Office of Personnel (OP), and the other report shows errors which require some action by the component Personnel Officers. The two rosters are split into segments to differentiate between Staff and Contract Employees.

3. Specific instructions already cover those error conditions which can be resolved by central OP; therefore, this memorandum will only define the reports prepared for the components. The reports are:

- a) R412532C--Personnel Error Condition Listing by Office (STAFF), and
- b) R412532D--Personnel Error Condition Listing by Office (CONTRACT).

Most of the errors are caused by changes to the employee's position record; for example, a position is downgraded and causes the employee to be PRA. The report will list the employee's status and print "PRA & NTE REQ - POS DOWNGRADED OR REINSTATED." Another example would be: if a position was moved to another office, it would cause the employee's record to print with "REASSIGN REQ POSITION MOVED DIFFERENT HQS/OFFICE."

4. These rosters will be distributed to the components on a monthly basis beginning in February 1982. Corrections should be processed by using the standard procedure for processing personnel actions. Please contact C/ADRB/ID/OP if you have any questions regarding these reports.

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Director of Personnel

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